

TOWN OF TIVERTON, R.I. JOB DESCRIPTION

POSITION: Camp Counselor
REPORTS TO: Programs Coordinator
COMPENSATION: As advertised
TYPE OF EMPLOYMENT: Hourly

POSITION SUMMARY:

Counselors are the primary caregivers for each camper. The Counselor is responsible for planning, teaching, coordinating, carrying out activities and guiding campers in their personal growth and daily living skills.

POSITION DUTIES:

- Maintain a strong customer service focus by consistently demonstrating a pleasant, friendly, and professional demeanor with all patrons and co-workers. Provide parents with appropriate feedback and information as needed for their campers to have a successful camp experience.
- Assist in the direction, supervision, and organization of campers within activities and throughout the camp.
- Participate in the development and implementation of program activities for campers. Provide for a progression of activities within the framework of individual and group interests and abilities.
- Apply basic youth development principles in working with campers through communication, relationship development, respect for diversity, involvement, and empowerment of youth.
- Be a role model to campers and staff in your attitude and behavior. Set a good example to campers and others regarding general camp procedures and practices including sanitation, schedule, and sportsmanship.
- Follow site specific safety and security procedures. Practice preventative safety procedures as set forth by the Programs Coordinator. Assure campers are properly supervised at all times. Be alert to campers and staff needs and assist them with personal and/or health problems; discuss with Program Coordinator when appropriate.
- Be alert to equipment and facilities to ensure utilization, proper care, and maintenance is adhered to; report repairs needed promptly to Camp Director.
- Follow all attendance standards and administrative responsibilities as set forth by the Programs Coordinator.
- Represent the camp when interacting with parents or community members. Always seek to present a positive image of the camp.
- Ensure that outlined COVID guidelines and protocols are followed.

In conducting these duties, Camp Counselors will adhere to the guidance provided by the Town Council through ordinance, and the Tiverton Beaches and Recreation Commission and Town Administrator with respect to priorities, policies, and procedures.

QUALIFICATIONS

- CPR and First Aid certification required.
- At least 15 years of age, with state-required employment documentation.
- Ability to interact with all age levels.
- A high level of energy, organization, and a strong customer service mentality.
- Must be able to effectively present information in a one-on-one and small group situation to patrons and

other employees of the organization.

- Must be able to read and write standard English language, read and comprehend simple instructions, short correspondence, and memos.
- Must have the ability to access and communicate via email/text.
- Reliable transportation is required.

WORK CONDITIONS:

Some physical requirements of a Camp Counselor position could be endurance, including prolonged standing, some bending, stooping, walking long distances, hiking, climbing, and stretching. Requires eye-hand coordination and manual dexterity to manipulate outdoor equipment and camp activities; requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs and the ability to lift up to 50 lbs.

Recreation positions are limited part time seasonal positions that do not accrue paid vacation, personal or sick time. Employees are expected to follow their appointed scheduled work days and work hours. Exceptions, other than being out sick, to the posted work schedule must be approved at least one week in advance to ensure the directors of either beaches or parks can find appropriate replacements for your scheduled hours.